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## Sr Administrative Assistant

Louisville  
5113BR

### Position Purpose

The Administrative Assistant is responsible for handling administrative and secretarial duties for an individual at the level of Senior Manager. In addition, this position will provide administrative services for the Audit Services and SOX Compliance departments.

### Address

220 W Main Street

### City

Louisville

### State

Kentucky

### Job Function

Admin or Clerical Support

### Required Education & Experience

Minimum one year of specialized college business courses and/or Certified Professional Secretary (CPS) rating is preferred. Strong knowledge and experience with Microsoft Outlook, Word, Excel, PowerPoint, and SharePoint, including complex functionality.

### Preferred Qualifications

A demonstrated ability to absorb, retain and comprehend information; apply conceptual skills in practical applications; solve problems in new and creative ways; and achieve desired results. Must maintain a high level of competency in the following: attention to detail, accuracy, focus, drive, inquisitiveness, tenacity, follow through, communications, and relationship management. Must effectively deal with rapid change while maintaining enthusiasm and displaying sound judgment and common sense. Strong professional interpersonal skills, ability to positively address conflict, and proficiency in oral and written communications are also required.

### Job Description

- Prepares, proofreads and assembles executive and other reports, such as Quarterly Status Reports, Audit Reports, departmental status reports and dashboard, and Governance and Financial Oversight Committee materials.
- Prepares and distributes audit engagement memos, issues/action plans and final audit reports on behalf of the Sr. Manager.
- Provides data entry, maintenance of information and report generation from Company applications and TeamMate software.

- Sufficiently understands the TeamMate software to know where information is located, understand the information sources of the reports, run reports from the system and be able to review and identify certain types of errors and inconsistencies on the reports.
- Proactively follows up on issues and attempts to solve problems and answer questions independently.
- Holds primary responsibility for value added surveys using SurveyMonkey and summarizing results.
- Creates and maintains department files (department and Company reports, records, documents, work orders, procard statements, etc.) and ensures compliance with corporate record retention requirements.
- Creates purchase orders and requisitions, codes invoices for payment, updates charge numbers on procard charges as needed, and works with Budget Coordinator to ensure charges are appropriately recorded. Reconciles monthly procard and corporate credit card statements including all required supporting documentation.
- Maintains the integrity and confidentiality of certain records and information. Maintains departmental documents on the shared drive and SharePoint site; ensures documents are logically and consistently organized and easily located; and ensures review and timely updates of documents.
- Completes projects and assignments by reviewing or establishing objectives, determining priorities, managing time, gaining the cooperation of others, monitoring and communicating progress, problem-solving, and adjusting plans/adapting as needed.
- Increases efficiency and effectiveness of the Sr. Manager and the department by identifying and implementing process improvements through the pursuit of excellence and best practices.
- Proficient at research and obtaining relevant data from diverse sources inclusive of the internet and internal resources.
- Able to coordinate multiple tasks and complex details concurrently.
- Requisitions and maintains office supplies, makes travel arrangements, monitors and updates departmental SharePoint site, creates and maintains documentation for departmental tasks, orders and organizes lunches for certain meetings, answers Sr. Manager's phone as needed.
- Schedules meetings from Sr. Manager's calendar, monitors Sr. Manager's calendar and manages for any conflicts, preps Sr. Manager for meetings by providing all meeting information the day prior.
- Coordinates and participates in projects or special work as needed.
- Communicates effectively with tact and diplomacy, both orally and in writing, including working with all staff levels and diverse personalities. Creates professional communications in all forms.
- Highly organized, efficient and self-directing in a multi-tasking environment.
- Demonstrates integrity, honesty, objectivity, reliability, trustworthiness, and dependability.

- Conducts oneself in a professional manner. Attends and contributes to team meetings.
- Approaches work with a positive team attitude. Supports team and department initiatives adjusting to changing conditions as dictated by PPL requirements, regulatory drivers (such as Sarbanes-Oxley), and CFO Organization objectives.
- Performs other duties as assigned by Audit Services and SOX Compliance Management.

**Work Conditions**

Normal office environment.

**Physical Effort**

Primarily sitting. Occasional walking and lifting.

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